



UBC Okanagan  
AVPFO JOHSC  
MINUTES

Meeting information:	Date & Time:	2024/03/18		
	Location:	UNI 001A/Zoom		
	Call to Order:	2:30pm		
	Adjournment:	3:05pm		
Previous meeting date:	2024/02/20	Next meeting date & time:	2024/04/15	

Committee members, advisors, guests, etc. (indicate Co-chairs):	Name:	Role:	Present (Y/N):
	Natalie Hobbs	BCGEU – Daycare	Y
	Chris White	BCGEU – Facilities Management	N
	Nicole Zaiser	BCGEU – Facilities Management	Y
	Julie Forgie	BCGEU – Bookstore	N
	Jason Phillippo	BCGEU – Food Services	Y
	Roger Bizzotto	Facilities Management (Designated as non-voting for purpose of achieving quorum.)	Y
	Troy Campbell, Co-Chair	Campus Security	Y
	Dani Korven	Student Housing & Community Services	Y
	Adrian Hingston	Health, Safety & Environment ( <i>Committee Resource</i> )	N
	Jason McLeod	Health and Safety Advisor ( <i>Committee Resource</i> )	N
	Holly Gaboury	Campus Operations and Risk Management ( <i>Committee administrator</i> )	Y
Ashley Aalten	Campus Operations and Risk Management ( <i>Committee administrator</i> )	Y	
Is quorum achieved? (minimum of 4 voting members: # worker reps ≥ # employer reps) Y / N			Y

Motion to adopt previous meeting’s minutes:	T. Campbell	Seconded:	N. Ziser
Motion to adopt current meeting’s agenda:	R. Bizzotto	Seconded:	D. Korven



Standing Items	Details		
<b>Incidents (reporting on previous month)</b>	See Addendum 1 HSE Incident Report Summary for February.		
<b>Inspections</b>	Updated inspection list found on next page. Members are encouraged to sign up to complete an annual inspection (2 members per inspection)		
<b>Other OHS reports</b>	The EHSS Annual Report was presented to the Executives last month.		
<b>HSE Program Update</b>	None		
<b>Training and Education</b>	<ul style="list-style-type: none"> <li>All Committee members to complete the following 8 hour training: <a href="#">JOHSC Fundamentals UBC-O - UBCO - Health, Safety and Environment</a></li> <li>Facilities Management is hosting a Fall Prevention and Confined Spaces training session, as well as a Fire Extinguisher Training in May. Committee members are welcome to attend or send members of their team if relevant.</li> </ul>		
<b>Updates</b>	None		
Old Business	Details	Who	Status / Target date
<b>CCS Glass</b>	Staff member was carrying a ladder up the stairs and hit the glass. Everything has been repaired and no further follow-up needed.	R. Bizzotto	Complete
<b>I lot path</b>	No update, Adrian to connect with Abbie	A. Hingston	Ongoing
<b>Call boxes</b>	No update, Adrian to connect with Ruby in IT	A. Hingston	Ongoing
New Business	Details	Who	Status / Target date



**2024 Annual Inspections (2 members per inspection)**

<b>Building</b>	<b>Inspection Team</b>	<b>Planned Inspection Date</b>	<b>Actual Inspection Date</b>	<b>Notable Findings</b>
<b>ADM</b>				
<b>IA1</b>				
<b>OM1</b>				
<b>NHC (level 2)</b>				
<b>QOT</b>				
<b>RHS</b>				
<b>UNI</b>				

Monthly Distribution and Posting of Approved Meeting Minutes (Required):

- Responsible VP.
- All JOHSC members.
- Online (<https://hse.ok.ubc.ca/committee/>).
- Posted on any Safety Bulletin Boards (if applicable).



Addendum 1

Dept. of Health, Safety & Environment - Incident Report Summary: February 2024

University of British Columbia - Okanagan Campus JOHSC

March 18, 2024

<b>Worker / Practicum Student Incidents</b>					
	<b>Total Incidents</b>	<b>Near Miss / No Injury</b>	<b>First Aid</b>	<b>Medical Treatment</b>	<b>Lost-time injury</b>
Total for Feb 2024	9	4	3	2	0
Comparison – Feb 2023	14	6	2	4	2
Year-to-date (2024)	19	6	5	7	1
Year-to-date (2023)	28	9	5	6	8

**Worker / Practicum Student Incidents**

Date	JOHSC	Severity	Claim Type	Treatment Level	Injury Type	Description
2024/02/03	PROV VPR	medical treatment	injury	medical treatment	needlestick	Practicum student at KGH giving subcutaneous injection. Patient flinched and pulled away and student made contact with hand that was holding the patient with the used needle. Note that IR does not reflect that FA was sought, however file has been reviewed by HR and submitted to WorkSafeBC suggestive that BBF exposure procedures were followed (attend emergency at hospital).
2024/02/11	FINOP	Incident only	injury	First Aid	Burn	Employee was swapping out hot au jus from Pritchard station and spilled on right hand. Worker received first aid and returned to work. Investigation indicates that the worker was rushing - no corrective actions identified.
2024/02/13	PROV VPR	Incident only	Near Miss	N/A	Chemical Release	Burning smell from furnace in lab. It appeared that a small amount of plastic was in furnace when chemical glassware was being dried. Corrective actions: Lab was aired out and furnace was cleaned. Reminder was sent to all lab occupants and sign placed on furnace.
2024/02/13	PROV VPR	Incident only	Near Miss	N/A	Unprotected sharps	Lab technician investigating fume hood leak discovered broken glass and uncapped needle. Disposed of in sharps container. Corrective actions: Brought to local safety committee for review with recommendation for thorough annual lab cleanups.
2024/02/13	PROV VPR	Incident only	Near Miss	N/A	Equipment malfunction	Employee was responding to a lab emergency and attempted to use new emergency call boxes (IP1). Devices (2 separate locations) did not work as expected. Corrective actions: Under review by Campus Security, IT and HSE.

2024/02/19	PROV VPR	Incident only	Near Miss	N/A	Chemical Release	Research Assistant was drying coffee grounds in oven in high head lab - left to dry overnight. At about 10pm the coffee grounds were found to be smoking. No corrective actions identified. HSE spoke to Research Assistant and they indicated that they will not use coffee grounds nor leave the furnace on when leaving campus in the future.
2024/02/26	FINOP	Incident only	injury	First Aid	Eye pain	Employee reported that they were experiencing eye pain while eating lunch at work. No cause identified. First aid provided. Returned to work. No corrective actions identified.
2024/02/28	PROV VPR	medical treatment	injury	medical treatment	Fainting	Practicum student lost consciousness in patient's room at VJH (while watching catheter insertion). Put in c-spine and treated in emergency. Head and neck pain as a result of fall. Student indicated lack of hydration and nutrition. No corrective actions identified.
2024/02/29	FINOP	Incident only	injury	first aid declined	Slip/Trip	Employee stocking shelves tripped on stool and jammed hand into counter, not falling completely to ground. Personal distraction noted as cause. Corrective action: remind employees to be aware of surroundings.